



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN)
UNIT 35801
FPO AP 96602-5801

DivO 1326.2B

Adj
9 APR 2002

DIVISION ORDER 1326.2B

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR TEMPORARY
ADDITIONAL DUTY (TAD)

Ref: (a) Joint Federal Travel Regulations (JFTR)
(b) MCO P1000.6E (ACTS Manual)
(c) MCO P4650.37C (MCTIM)

1. Purpose. To publish standing policies and procedures on the administration of Temporary Additional Duty (TAD) orders for the members of 3d Marine Division (3d MarDiv), in order to expedite processing and liquidation.

2. Cancellation. DivO P1326.2A.

3. Summary of Revision. This Order contains significant revisions and should be reviewed in its entirety.

4. Background. References (a) through (c) require financial managers to establish and maintain adequate control procedures in the administration, preparation, and accounting of travel orders. These references emphasize that commanders and financial managers are responsible for ensuring that travel funds authorized are utilized effectively, efficiently, economically, and that each travel request, including group travel and field duty orders processed, are approved with integrity and in compliance with applicable laws and regulations.

5. Responsibilities

a. Assistant Chief of Staff, G-3. Review all school and exercise related TAD requests for military personnel assigned to 3d MarDiv.

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b. Regimental/Separate Battalion Commanding Officers

(1) Are authorized order issuing authority for TAD requirements with the exception of the following: Funded Emergency Leave, Invitational Travel, Medical Evacuation (MEDEVAC) for out-patient treatment, Dependent Student Orders, and TAD Excess Orders that fall under the purview of TriDivO P3120.17A, par 2015.

(2) Issue orders for school and exercise related TAD only after receiving authorization from the AC/S, G-3 and, when applicable, the Division Comptroller.

(3) Budget for programmed TAD requirements. When preparing budget deficiency request for the mid-year review or year-end shortfall submission, revalidate those budgeted TAD requirements against those that were funded and report to the Assistant Chief of Staff, Comptroller any increases or decreases to current and projected requirements.

(4) Direct travelers to use government lodging facilities when available unless the use of such facilities would adversely affect the mission. Travelers should obtain a statement of non-availability when no lodging is available and the orders direct the use of government lodging at the TAD site.

(5) For record keeping purposes, ensure that all requests for modification to TAD orders are submitted via written correspondence or email.

(6) Maintain strict oversight of the TAD funds authorized by the Commanding General.

(7) Utilize SABRS to create, approve and authenticate travel orders for military travelers. Ensure that accounting data, per diem, travel cost, and/or miscellaneous charges on the travel request are correct. Current per diem rates and travel regulations are available on the Internet at the following sites:

PER DIEM	www.dtic.mil/perdiem/rateinfo.html
JFTR (Military)	www.dtic.mil/perdiem/jftr.html

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(8) Ensure the AC/S, Comptroller and the servicing IPAC receives a copy of orders when issued.

(9) Issue Field Duty and Permissive TAD Orders.

(10) Advise Government Charge Card holders who will be TAD in excess of 30 days of their option to have partial settlements done in order to avoid delinquency with their Government Travel Charge Card.

c. Commanding Officer, 3d Marine Regiment. The exceptions listed in paragraph 5b(1) do not apply.

d. Division Comptroller. Provide SABRS training on a semiannual basis.

e. General/Special Staff. Submit requests for TAD orders to Division Adjutant (TAD) via your respective fiscal manager. Exercise and school related orders must be submitted to the AC/S, G-3 for approval, prior to being forwarded to the Division Adjutant (TAD). All requests will be forwarded at least 15 working days prior to the traveler's departure date.

f. The Traveler

(1) Upon receipt of travel orders, make appropriate travel arrangements through the Personnel Transportation Office (PTO).

(2) While in a TAD status, maintain receipts for allowable cash expenditures in excess of \$75.00. This includes, but is not limited to, special conveyance (taxi, bus, or rail), and other miscellaneous single item expenses in excess of \$75.00. Lodging and rental car receipts are required regardless of amount.

(3) While in a TAD status, should you become injured, hospitalized, or need a leave extension, you are required to submit a written request for a modification to your orders to your respective commanding officer or division head.

(4) Completion of all travel claims will be in accordance with the SOP of the traveler's servicing IPAC.

(5) Ensure that a copy of your travel claim is submitted to your servicing IPAC within 3-days after completion of TAD.

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(6) If a modification to TAD orders is required, submit a supplemental travel claim for any outstanding monies due. Submission of the original claim will not be delayed pending modifications to the original orders.

g. Travel Funded By Another Activity

(1) The activity funding the travel will provide accounting data to the traveler's order issuing authority.

(2) The benefiting activity will also provide the standard document number to be cited on the travel orders and related documents.

(3) The traveler's command will prepare and issue travel orders citing the accounting data provided by the funding activity. A copy of the orders will be provided to the funding activity.

(4) Both activities will record their portion of the travel cost to their respective accounting system in the normal manner, and utilize the same document number assigned by the benefiting activity.

h. Dependent Student/Funded Emergency/MEDEVAC Travel. Request for Dependent Student, Funded Emergency Leave, and MEDEVAC Orders will be submitted, via the Chain of Command to the Division Adjutant (TAD) for approval. After normal working hours, the Division Command Duty Officer will make the final determination on Funded Emergency Leave requests.

i. Advance Party TAD for Unit Deployment Program. All Advanced Party TAD requests must be routed through the Comptroller's office for approval and assignment of accounting information.

6. Special Instructions Regarding Travel. Government Travel Cards will be used by frequent travelers to pay for all cost incidental to official business travel, including lodging, transportation, rental cars, meals, and other allowable reimbursable expenses.

a. Travel Card. The travel card is mandatory for all military personnel who travel TAD more than two times per year.

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b. Non-cardholder. Travel advances can be obtained through Electronic Fund Transfer (EFT) when authorized by the respective commanding officer or division head.

c. Travel Advances. Funds advanced for TAD travel are limited to the minimum out-of-pocket expenses that the traveler is expected to incur.

7. Action. Addressees will ensure implementation of this Order for their respective organization and all levels of their chain of command. Commanders are required to establish controls consistent with the standards contained in this Order and the references.


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DISTRIBUTION: A/D